

RISK AND INSURANCE SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible for minimizing cost of protection and financial losses of the City/Parish government from property/casualty, disability and general liability claims. Work is supervisory with substantial analytical, actuarial and paralegal content. Incumbent reports to the Risk and Insurance Manager and has supervisory responsibilities for a moderately sized staff engaged in claims investigation, employee health screening/assistance program, workers' compensation, general liability and safety programs.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes history of losses to City/Parish due to accident, illness, injury, acts of God, etc., establishes experience, projects future liabilities, evaluates adequacy of existing protection plans, improves and formulates new preventative measures, risk management and insurance alternatives. Reviews existing contractual insurance coverages, self insurance capabilities and prevention measures, evaluates cost efficiency & effectiveness, designs improvements, tests assumptions and presents to Department and Division management prior to implementation.

Supervises and may participate in the daily operations of employees engaged in Property/Casualty Claims, Worker's Compensation and General Liability of the Risk Management Division as well as employees providing health screening, medical reviews and an employee assistance program. Evaluates performance of employees, trains and assists in problem areas. Participates in selection of physician(s), the decision to refer to employees, and interpretation of reports concerning disability or inability to return to work.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the City/Parish Government's insurance coverages, policies, exclusions and cost/benefit characteristics.

Considerable knowledge of the principles and practices of risk management, including property, fleet-general liability, fleet-general collision, workers' compensation, group health and life insurance.

Considerable knowledge of the principles and practices of employee assistance programs.

Knowledge of insurance and contract law as required to interpret, evaluate and discuss coverages and subrogation.

Knowledge of legal basis of liability as well as adjusting, subrogation and management of claims in Louisiana.

Ability to analyze, plan and recommend improvements in the administration of risk management and insurance programs.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in law, insurance and/or actuarial related field, supplemented by courses in insurance, with progressively responsible experience in the administration of risk management and self-insured property, casualty and group health programs; or an equivalent combination of training and experience.